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Minimum Qualification Specifications
for the Classes:

HIGHWAY DISTRICT MAINTENANCE SUPERVISOR
(HIGHWAY DISTRICT MTNCE SUPVR)

Experience Requirements:

General Experience: Two years of progressively responsible work experience in the construction, maintenance or repair of highways, roads, grounds, water systems, buildings or structures.

Specialized Experience: One year of progressively responsible work experience in the maintenance of highways. Such experience must have been of such scope as to familiarize the applicant with methods, materials, tools and equipment used in maintaining highways.

Supervisory Experience: Two years of progressively responsible supervisory experience which included (1) assigning and reviewing the work of others; (2) timing and scheduling their work; (3) training and developing new employees; (4) advising them on difficult problem areas; (5) disciplining them when necessary; (6) keeping work activity records; and (7) insuring safety practices are adhered to.

Substitutions Allowed:

Satisfactory training at a recognized technical school or community college in the trades area may be substituted for general experience on a year-for-year basis up to a maximum of two years.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

License Required:

Applicants must possess a valid State of Hawaii Type 3 or higher driver's license.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require good distant vision in one eye and the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is the first minimum qualification specification for the new class HIGHWAY DISTRICT MAINTENANCE SUPERVISOR (HIGHWAY DISTRICT MTNCE SUPVR), which replaces Highway Maintenance Supervisor III (10.273).

Effective date: May 16, 1980

DATE APPROVED: 5/9/83

/s/ James H. Takushi
JAMES H. TAKUSHI
Director of Personnel Services